



COUNTY OF SAN DIEGO
Great Government Through the General Management System – Quality, Timeliness, Value
DEPARTMENT OF HUMAN RESOURCES

CLASS SPECIFICATION

CLASSIFIED

LAUNDRY WORKER

Class No. 006530

SENIOR LAUNDRY WORKER

Class No. 006510

■ CLASSIFICATION PURPOSE

To perform laundry work and supervises inmate staff in the collection, washing, drying, sorting, and issuing of laundry items for the Sheriff's and Probation detention facilities and Social Services' residential facilities; and to perform related work as required.

■ DISTINGUISHING CHARACTERISTICS

This class series is allocated only to the Sheriff's Department, Detention Inmate Services Division, the Health and Human Services Agency and the Probation Department.

Laundry Worker:

This is the journey level class of the series. Under general supervision, a Laundry Worker is responsible for washing, drying, pressing, sorting, and issuing of laundry items in County's detention or residential facilities. Incumbents in this class also assign, train, and review the work of inmate trustees or minors in detention and residential facilities who are assigned to work in the laundry.

Senior Laundry Worker:

Under general supervision, Senior Laundry Worker is a shift supervisor responsible for supervising the work of subordinate Laundry Workers, inmate trustees or minors in detention and residential facilities assigned to work in the laundry. This class differs from the next higher level, Laundry Supervisor, in that the latter is a second level supervisor responsible for planning, directing, and coordinating all of the County's detention or residential laundry operations.

■ FUNCTIONS

The examples of functions listed in the class specification(s) are representative but not necessarily exhaustive or descriptive of any one position in the class(es). Management is not precluded from assigning other related functions not listed herein if such duties are a logical assignment for the position.

Laundry Worker

Essential Functions:

1. Performs laundry work such as sorting incoming dirty laundry.
2. Weighing laundry to ensure proper load level.
3. Determines and measures the appropriate laundry liquids and detergents.
4. Loads and unloads large capacity washers, extractors, dryers, and presses.
5. Sorts, folds, issues, and stages clean clothing items for delivery.
6. Assigns, trains, and reviews the work of inmate trustees and minors performing laundry work in detention or residential facilities.
7. Maintains records and reports.
8. Maintains laundry equipment and the cleanliness and orderliness of the laundry facility.
9. Makes emergency laundry deliveries to the detention or residential facilities.
10. May assist in issuing clean laundry during scheduled exchanges.
11. May mend laundry items.

12. Provides responsive, high quality service to County employees, representatives of outside agencies and members of the public by providing accurate, complete and up-to-date information, in a courteous, efficient and timely manner.

Senior Laundry Worker

Essential Functions:

All the functions listed above and

1. Supervises, trains, and evaluates the work of subordinate Laundry Workers.
2. Ensures the safety and security of laundry facility; checks laundry machinery for proper operation.
3. May perform minor repairs.

■ KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

The following apply to all classes:

- Laundry operation and management principles, methods, and techniques as applied to a large institution.
- Proper use and preparation of soaps, bleaches, starches, brighteners, and other solutions used in laundry operation.
- Proper use of large capacity (holding from 50 – 125 lbs) institutional laundry equipment, (washers, extractors, tumblers, irons, mangles, and presses).
- Safety practices and precautions used in a large institutional laundry facility.
- Record keeping methods and techniques.
- County customer service objectives and strategies.

Senior Laundry Worker (in addition to the above):

- Supervision and training principles and techniques.
- The General Management System in principle and in practice.

Skills and Abilities to:

The following apply to all classes:

- Assign, train, and review the work of a shift of inmate trustees performing laundry work in a large institutional facility.
- Operate a wide variety of laundry equipment used in large-scale institutions.
- Maintain laundry equipment and the cleanliness and orderliness of the laundry facility.
- Maintain records on laundry operations.
- Communicate effectively orally and in writing.
- Establish effective working relationships with management, employees, employee representatives and the public representing diverse cultures and backgrounds.
- Treat County employees, representatives of outside agencies and members of the public with courtesy and respect.
- Assess the customer's immediate needs and ensure customer's receipt of needed services through personal service or referral.
- Exercise appropriate judgment in answering questions and releasing information; analyze and project consequences of decisions and/or recommendations.

Senior Laundry Worker (in addition to the above):

- Supervise, train, and evaluate the work of subordinate laundry workers and inmate trustees.
- Ensure that the laundry operation is maintained in a safe and secure manner.

■ EDUCATION/EXPERIENCE

Education, training, and/or experience that demonstrate possession of the knowledge, skills and abilities listed above. Examples of qualifying education/experience are:

Laundry Worker

1. Six (6) months of experience performing laundry duties using large capacity equipment (operating washers, dryers, presses, and other related equipment holding from 50 – 125 lbs) in a facility; AND,
2. Possession of basic knowledge of high school level mathematics preferably demonstrated by the completion of high school or GED certification.

Senior Laundry Worker

1. Eighteen (18 months) of experience performing laundry duties (operating washers, dryers, presses, and other related equipment) in a large institutional facility. Previous experience must have included at least six (6) months of lead worker experience training and directing the work of subordinate staff in a large-scale laundry operation; OR,
2. One (1) year of experience as a Laundry Worker with the County of San Diego.

■ ESSENTIAL PHYSICAL CHARACTERISTICS

The physical characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the classification(s). Reasonable accommodation may be made to enable an individual with qualified disabilities to perform the essential functions of a job, on a case-by-case basis.

Continuous upward and downward flexion of the neck. Frequent: standing for extended periods of time, repetitive use of hands to operate equipment. Lifting items weighing up to 50 pounds and occasionally up to 70 pounds with assistance, pushing heavy carts, sitting, walking, bending and twisting of neck, bending and twisting of waist, squatting, simple grasping, reaching above and below shoulder level. Must be able to operate large capacity equipment holding from 50 – 125 lbs.

■ SPECIAL NOTES, LICENSES, OR REQUIREMENTS

License

A valid California class C driver's license, which must be maintained throughout employment in this class, is required at time of appointment, or the ability to arrange necessary and timely transportation for field travel. Employees in this class may be required to use their own vehicle.

Certification/Registration

None Required.

Working Conditions

Workers in this class are required to work in hot areas, with contaminated clothing, push heavy carts, and must be physically able to stand for long periods of time. Applicants must be willing to work any shift, on holidays or weekends; with inebriated, uncooperative, and/or emotionally disturbed persons; and in a locked detention facility, working with inmates. Incumbents may be exposed to constant noise and the possibility of infections and skin irritants.

Background Investigation

Must have a reputation for honesty and trustworthiness. Felony convictions will be disqualifying. Misdemeanor convictions may be disqualifying depending on type, number, severity, and recency. Prior to appointment, candidates will be subject to a thorough background investigation which may include a psychological, polygraph or other examination or test.

Probationary Period

Incumbents appointed to permanent positions in these classes shall serve a probationary period of 6 months (Civil Service Rule 4.2.5).

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